

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR - PLATA)

BUSINESS SERVICE OFFICER I (SUPERVISOR)

KK60/4722 – Exam Code: 9RC32



PROMOTIONAL – SPOT

FINAL FILING DATE: APRIL 13, 2009

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

EXAMINATION BASE PROMOTIONAL-SPOT	DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR-PLATA) (excluding California Department of Corrections and Rehabilitation employees) Promotional spot examination for Sacramento.						
WHO CAN APPLY	COMPETITION LIMITED TO STATE EMPLOYEES Applicants must meet one of the following criteria at the time their application is filed in order to participate in this examination(s): 1) have a permanent civil service appointment with the California Prison Health Care Services (CDCR - Plata); <u>or</u> 2) be a current or former employee of the Legislature for two or more years as defined in Government Code (GC), Section 18990; <u>or</u> 3) be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC, Section 18992, <u>or</u> 4) be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237; contain provisions regarding civil service status and eligibility to take promotional examinations.						
HOW TO APPLY	All applicants must complete and return the Examination Application (Std. Form 678), for this examination by the final filing date to the following addresses: <table><tr><td>By mail:</td><td>or</td><td>In person:</td></tr><tr><td>California Prison Health Care Services (CDCR-Plata) Selection Services Section Attn: Penny Cascio P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 445-1086</td><td></td><td>California Prison Health Care Services (CDCR-Plata) Selection Services Section Attn: Penny Cascio 501 J Street, Suite 350 Sacramento, CA 95814 (916) 445-1086</td></tr></table> If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section. Note: Only applications with an original signature will be accepted. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.	By mail:	or	In person:	California Prison Health Care Services (CDCR-Plata) Selection Services Section Attn: Penny Cascio P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 445-1086		California Prison Health Care Services (CDCR-Plata) Selection Services Section Attn: Penny Cascio 501 J Street, Suite 350 Sacramento, CA 95814 (916) 445-1086
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APPLICATION DEADLINE	APRIL 13, 2009 is the FINAL FILING DATE . Applications postmarked after the final filing date and personally delivered or received via interoffice mail after 5:00 PM on the final filing date WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.						

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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Note: All applicants must meet the education and/or experience requirements for this examination at the time of filing.
SALARY RANGE (S)	As of: February 13, 2009 \$3,845 - \$4622
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><u>Either I</u></p> <p>Experience: One year of experience in the California state service performing duties comparable to those of a Business Service Assistant (Specialist), Range C, or of a Staff Services Analyst, Range B, in a business service assignment. (Applicants who have completed six months of service performing the duties listed above will be admitted to the examination but must satisfactorily complete one year of experience performing these duties before they can be considered eligible for appointment.)</p> <p><u>Or II</u></p> <p>Experience: One year of technical experience beyond the Trainee level in one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Equipment and supplies management including the preparation of purchase documents. Or 2. Building management including lease negotiation and problem resolution. Or 3. Telecommunications including landwire and radio/microwave. <p>[Experience in California state service applied toward this requirement must include one year performing the duties of a class at a level of responsibility equivalent to that of a Business Service Assistant (Specialist), Range C.] And</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
EXAMINATION PLAN	<p style="text-align: center;">Education & Experience - Weighted 100%</p> <p>This examination will consist solely of an evaluation of each candidate's education and experience compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately completing their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven year limit printed on the applications. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p>
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established to fill vacancies for the location listed above for the California Prison Health Care Services (CDCR-Plata).
POSITION DESCRIPTION AND LOCATION(S)	<p>This is the first supervisory level in the series. A Business Service Officer I (Supervisor), under general supervision, typically has full supervisory responsibility for approximately 3 - 6 lower level staff in a business service office which may include general clericals, Materials and Stores Supervisors, Property Controllers, Mailing Machine Operators, and Stock Clerks.</p> <p>Typically, incumbents either (1) supervise all business service functions in the smallest business service offices and may personally perform the most difficult and complex technical and analytical business service work; or (2) in larger offices, supervise one or more business service functions of average difficulty or two or more functions of least complexity as assistant to a higher level Business Service Officer and assist with the performance of more difficult and complex business service work.</p>

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**VETERANS POINTS/
CAREER CREDITS**

Veteran's preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

The California Prison Health Care Services (CDCR-Plata) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CALIFORNIA PRISON HEALTH CARE SERVICES TESTING INFORMATION CALL (916) 445-1086

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS